

Learning Interview Skills

Grade Level	Eleventh
Minimum Time Required	30 Minutes
Materials/Resources	Job Interview Quiz Internet
Subject Area(s)	Guidance – All Vocational Technical Programs

Project Description:

1. Have students complete the job interview quiz on the attached handout.
2. As a class review go over each question and why discuss why it is true or false.
3. Have students individually or in groups of 2, select one of the following websites to find sample interview questions. Have them also prepare written responses to these questions.

www.quintcareers.com/interview-questions.html
www.careerbuilder.com/gh-int-htg-questions.html
www.careerbuilder.com/gh-htg-illegal.html (lists illegal questions)
www.indiana.edu/~libpers/interview.html

4. Have them share their findings with the class.

Career Development Standard	Skills to prepare to seek, obtain, maintain, and change jobs.
Career Development Indicator	Demonstrate skills and behaviors necessary for a successful job interview.
Delivery Level	Introductory
Academic Standards	
Language Arts	1.4.c compile and synthesize information to make reasonable and informed decisions. 1.1.c use prior knowledge and experience to interpret, evaluate, and construct meaning from various texts. 2.4.b write to analyze, synthesize, interpret, and use new information.
Employability/SCANS Skills	Thinking Skills Information Interpersonal Skills
Assessment/Rubric	Students will be evaluated on class participation and their written assignment.

Submitted by: Coleen Keffeler-Sturgis High School

JOB INTERVIEW SKILLS

Name: _____ Date: _____

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|--------|---|
| T__F__ | 1. An interview should not last any longer than about five minutes. |
| T__F__ | 2. Pay and benefits should be talked about early in the interview. |
| T__F__ | 3. An interviewer should never have to repeat a question. |
| T__F__ | 4. It's okay to admit when you do not know |
| T__F__ | 5. The best-qualified applicant always gets the job. |
| T__F__ | 6. You should arrive for an interview exactly on time. |
| T__F__ | 7. It's okay to bring someone along with you to an interview. |
| T__F__ | 8. If you do your best in an interview, you are sure to be hired. |
| T__F__ | 9. You can take time to think when answering a difficult question. |
| T__F__ | 10. It's smart to be specific regarding the job you want. |
| T__F__ | 11. Job offers are usually made on the spot. |
| T__F__ | 12. Employers prefer passive, quiet applicants. |
| T__F__ | 13. It's rude to ask an employer to may expect a decision. |
| T__F__ | 14. Effective interviewing is a learnable skill. |
| T__F__ | 15. The job interview is an opportunity for the applicant to assertively sell him/herself. |
| T__F__ | 16. How you look and act isn't as important as you say in an interview. |
| T__F__ | 17. First impressions carry a lot of weight in the hiring decision. |
| T__F__ | 18. The applicant shouldn't call or write an employer after an interview. |
| T__F__ | 19. One interview is all that is needed for an employer to make a decision on an applicant. |
| T__F__ | 20. The job interview is an opportunity for the applicant to interview the employer. |
| T__F__ | 21. If an employer thinks you are nervous in the interview, you probably won't get hired. |
| T__F__ | 22. An applicant should never talk more than 25% of the time in an interview. |
| T__F__ | 23. Employers usually know exactly what they want in an applicant. |
| T__F__ | 24. Employers are experts in hiring. |
| T__F__ | 25. Employers are impressed with applicants who know a lot about the company. |

JOB INTERVIEWS

DISCUSSION OF TRUE-FALSE TEST

1. FALSE Depending on the employer and the nature of an interview, it can last anywhere from 15 minutes to an hour.
2. FALSE The time to talk about pay and benefits is after you've been offered a job, unless of course the employer chooses to bring it up before this point.
3. FALSE It is perfectly fine to ask an employer to repeat a question. It is not okay to answer a question that the employer didn't ask.
4. TRUE If an employer asks you something that you cannot answer, it is fine to admit that you do not know, but offer to provide the information at a later time.
5. FALSE The interview is typically not a situation in which the employer is weighing your qualifications against others. Rather it is a social, communicative situation in which the employer is ascertaining which of the applicants will most likely 'fit in' with the rest of the employees, etc. The decision to hire is often the decision to like. Therefore, how you present yourself is of more importance than your current qualifications. Only those who have met the minimum qualifications are invited for a job interview. So relax, and SMILE!
6. FALSE You should arrive at the interview with at least ten minutes to spare. Being early will win you points; being late will certainly cost you the interviewer's good will, if not the job offer itself. Punctuality for the interview is paramount!
7. FALSE Never bring anyone along with you to an interview. It is unprofessional!
8. FALSE Sorry, we can control what we do, but we cannot control what the interviewer decides. Don't get discouraged. Can you help it if the employer fails to see that **you are the best**? Keep believing it and other people will too!
9. TRUE Take the time you need to answer a difficult question. The employer Understands that the interview is anxiety-provoking. It's amazing what a help it is to remember to take a deep breath when you feel nervous in the interview. Sometimes admitting to the interviewer that you're nervous helps to break the ice.
10. TRUE It's smart to be specific about what you want so that the employer can consider you for a specific position. Just remember that you need to

be specific about the function you want to perform, not the **job title** you want to have. The employer will know where you would be best suited once you describe the work you want to do. For example, rather than say that you want to be a file clerk, state that you want to use your organizational skills in an office setting, filing being one of our strong suits. That way, you are being specific enough while remaining open to various positions.

10. FALSE Job offers are very rarely made on the spot. Among other reasons, the hiring decision is usually a shared one, discussed with other people besides the actual interviewer(s). Be patient. The company will take all the time it needs to make a decision (and watched pots never boil).
12. FALSE Although this may be true of some employers, most interviewers prefer assertive applicants over those who are passive. This is not a personality preference; it's a situational one. Interviewers don't want to feel as if they're pulling teeth. Assertive applicants volunteer information easily, ask pertinent questions and have an easier time presenting themselves in a positive light. Let's face it, assertive interviewees represent less work for the interviewer. So, if you can, pull your load in the interview by speaking openly and clearly and offering information freely.
13. FALSE It is expected that you will ask when you will hear from the employer. Such a question at the end of the interview shows that you are interested in the job and anxious to have an answer. You may also have other irons in the fire and you need to know the status of your application. Don't forget to ask this as the interview closes.
14. TRUE Some people are more comfortable in an interviewing situation than others, but everyone can learn good interviewing skills.
15. TRUE **Employers expect** applicants to sell themselves in an interview, not just answer their questions matter-of-factly. Selling yourself means communicating to the employer that you like the job, want the job, and that you can and will do the job right.
16. FALSE Your appearance and your body language are just as important as what you express verbally. In fact, it is said that as much of 70% of everything communicated between people is conveyed non-verbally.
17. TRUE Like it or not, many employers will know within the first couple of minutes after meeting you whether or not they want to hire you. This doesn't mean that you couldn't change their first (good or bad) impressions about you during the interview and in your follow-up activities, but it does mean that you need to make as positive a first impression as possible.

18. FALSE You definitely should contact an employer after the interview has taken place. Ask the interviewer at the end of the interview **when you can** call to inquire about their decision. Sending a thank you note to the employer after an interview is also a very good idea.
19. FALSE Depending on the job and the level of competition for the position, an employer may interview you as many as three or four times before finally making a decision.
20. TRUE It can't be stressed enough how important it is that you **choose the right employer**. The interview is your opportunity to ask the questions that will let you know whether or not you will be happy working for this company. (Refer to "Job Market Research Questions", Section 2.12)
21. FALSE In fact, if this were true, no one would ever be hired. Employers understand that an interview can be stressful.
22. FALSE You will know how much talking you should be doing by "reading" the employer during the interview. Watch the interviewer's reactions to your answers. Raised eyebrows and a questioning expression, for example, usually mean "tell me more". Sometimes you will dominate the interview and other times the interviewer will do most of the talking.
23. FALSE To the contrary, most employers don't know exactly what they want in an applicant. Your challenge is to convince them that you ~ what they want. Be ready to tell them exactly why you are the one who should get the job.
24. FALSE Most employers have never had even a day of training on how to select for excellence. They are experts at whatever they do for a living, but rarely know much about hiring. This means that you can play a more active role in **getting yourself hired**.
25. TRUE Who wouldn't be? It means that you've done your homework well and it shows that you are truly interested in the employer, not just in getting a paycheck.